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15 December 1971

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Semi-Annual Report, July-December 1971

1. During the last six months in the DDS Directorate we have been putting our emphasis on three main issues, a. Microfilming, b. Control of Volume Growth of Records, and c. Retention Plans.

a. Microfilming --

(1) In the Office of Finance a formal proposal to microfilm the field station accountings was submitted on 5 August 1971 and approved by the Director of Finance one week later, 12 August 1971. This started as a test project and since its inception in March of this year, 256 reels have been produced. This will mean the destruction of approximately 130 cubic feet of hard copy records, which has been approved by the CIA Records Administration Officer. The error ratio on the planetary camera was only 7 in 120,000 or 1 in 17,000.

In a memorandum dated 19 November 1971, Mr. Thomas H. Karamessines, the DDP, concurred in the destruction of Finance records older than 12 years in view of our space limitations and the fact that the occasional help such records might provide in a given case could not be justified by the expenditures which would be incurred year after year in accumulating the records.

OF needs relief from the task of tearing (shredding) documents. They will destroy from 8 to 15 cuft per week. It takes one hour to tear up one cubic foot, so in turn, OF wastes 8 to 15 hours per week. OF got approval to not shred a 100 cuft batch of records.

OF/Accounts Division has filmed 100 cuft of machine runs on the rotoline camera and have destroyed the hard copy.

OF has microfilmed 80 cuft of machine runs and 23 cuft of single-sheet material that was scheduled for the Records Center.

(2) Microfilm projects are going on in OC, OL, OP, OMS, OF, and OTR.

OP is testing their machine runs on rotoline and manual reports are being tested on the planetary and rotary cameras. In the Credit Union 41 cuft of ledger cards were microfilmed.

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OL is gathering material from the Real Estate and Construction Division on case files and engineering drawings to be tested for legibility and format.

OTR has filmed 26 cuft of permanent records.

b. Control of Volume of Records --

Each of the DDS Records Management Officers are trying to find ways to reduce their volume of records holdings. They are reviewing their records control schedules for reduction in holding time, applying the schedules, looking into microfilm applications, reducing the creation and purging. A limit of 1000 cuft of space in the Records Center was given to the directorate for this year. All indications are, that I will not go over this quota.

c. Retention Plans --

Each DDS RMO has been given outlines and samples of Retention Plans which are due in my office by 15 January 1972. They have indicated that they are working on these plans. Each was told if he had any problems or questions to call me.

2. A DDS Records Management Officers meeting was held on 12 November 1971 for the purpose of explaining the Retention Plan; to explain the control of the Volume of Records, along with our 1000 cuft expansion for the year, covered the policy for requisitions of records equipment and steps to follow if they feel they may have a microfilm application.

3. The Records Control Schedules need revising in most offices, in addition to the development of a retention plan, and the updating of the Vital Records Control Schedule. Most of my RMO's have other duties and it is hard for them to find time to work on Records Management activities.

4. The Office of Security requested assistance of the Support Services Staff for a complete study to be made of the SR & CD file operations to determine the best system to handle their space problems. OS wants a long-range solution. The first meeting was held on 7 December 1971 with representatives of the Office of Security. Since that time we have had two briefing meetings with [REDACTED], and have collected already available background information from [REDACTED] and SIPS personnel.

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DDS Senior Records Management Officer